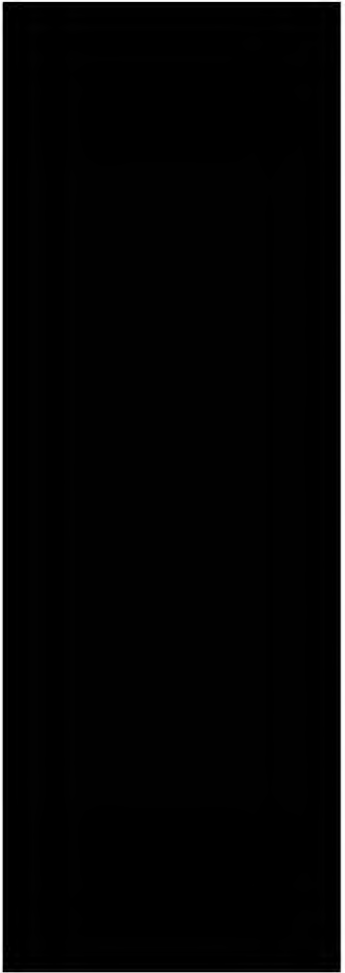


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REGULATORY ISSUANCES

of Interest to the Records Management Program

25X1A



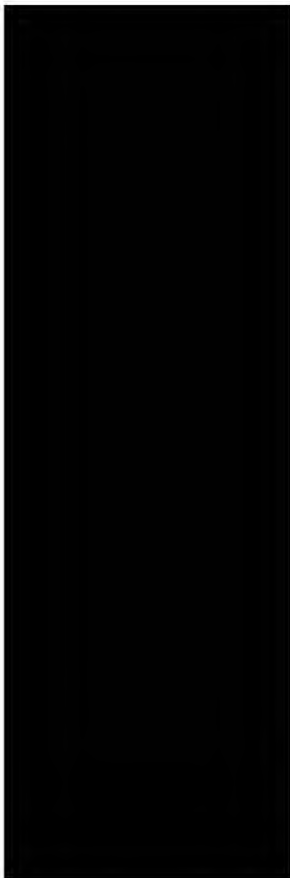
DDS Mission  
Forms Control and Standardization  
Control of Personnel Security Files  
  
Care and Use of Official Data  
Control of NEC Information  
Storage of Classified and Controlled Matter  
  
Authorization and Control of Firearms Issued  
for the Protection of Classified Documents  
Printing and Reproduction  
Records Management Program Guide  
  
Correspondence Style Procedures  
Records Management  
Overseas Transmission of Agency Forms  
  
Handbook for Subject Filing  
Transfer of Records of Terminated Proprietary  
Projects to Permanent Safekeeping  
Standardization and Use of Filing Equipment and  
Supplies  
  
Signal Center Archives  
Requesting Forms  
Personnel Records and Reports  
  
Records and Reports

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DDS Mission  
Forms Control and Standardization  
Control of Personnel Security Files

Care and Use of Official Data  
Control of NSC Information  
Storage of Classified and Controlled Matter

Authorization and Control of Firearms Issued  
for the Protection of Classified Documents  
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Handbook for Subject Filing  
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Projects to Permanent Safekeeping  
Standardization and Use of Filing Equipment  
and Supplies

Signal Center Archives  
Requesting Forms  
Personnel Records and Reports

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Federal Personnel  
Manual R-1-1

Records and Reports

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REGULATORY ISSUANCES

✓ Specific  
Southeast  
to Program

of Interest to the Records Management Program

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CIA Mission  
CIA Org. Chart  
DDS Mission

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Forms Control and Standardization  
Agency Publications  
Transcripts of Intragovernment or  
Public Advisory Committees

Office Business Machines  
Automatic Data Processing

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Security of Classified Documents  
Compliance with Security Regulations  
Control of Personnel Security Files  
Release of Agency Information to  
Public Information Media  
Care and Use of Official Data  
Classification of Official Information  
and Material  
Control of NSC Information  
Storage of Classified and Controlled Matter  
Authorization and Control of Firearms Issued  
for the Protection of Classified Documents  
"Q" Clearances and Control of AEC Restricted Data  
Emergency Plans  
Instructions to be Followed Under Circumstances  
of Emergency  
Security of Areas, Offices and Buildings  
Manual for Security of Areas, Offices and Buildings

Personnel Records and Reports  
Control and Loan of Official Personnel Folders  
Personnel Locator Records RESCINDED BY

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Training at Non-CIA Facilities Under PL 110

Transmission of Documents by Overseas Air Pouch  
Space Acquisition and Assignment and Building Maintenance  
Improvements and Alterations in HQ Buildings  
Printing and Reproduction  
Printing and Reproduction Handbook  
Records Management Program Guide  
Mail Service -- Sterile Documents  
Electric Accounting Machine Services for  
Administrative Activities

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Correspondence Style Procedures  
Staff Studies  
Penalty Indicia Mail  
Postage

Records Management 70-1  
Overseas Transmission of Agency Forms  
Handbook for Subject Filing  
Transfer of Records of Terminated Proprietary  
Projects to Permanent Safekeeping 70-2

Supply -- General Concepts and Policy  
Standardization and Use of Filing Equipment  
and Supplies  
Requisitioning  
Preparation and Submission of Requisition  
Procurement of Supplies and Services  
Shipment of Government-Owned Property

Dissemination of CIA-Produced Intelligence  
and Information

Evaluation of Disseminated Information Reports  
Control of Dissemination and Use of  
Intelligence and Information  
Dissemination of Non-CIA Produced Cables and Telegrams

Signal Center Archives 90-2

Requesting Forms  
Procedures Governing the Dissemination of CIA-  
Produced Intelligence and Information  
Procedures Governing Contact with Non-Governmental  
Individuals Within the U.S.

Project Review Committee  
Submission of Annual Programs to the PRC  
Submission of Projects to the PRC

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SPEEDING CORRESPONDENCE WORKSHOP

In order to fill a number of requests from interested agencies, the Records Management Division of General Services Administration Region 3 is scheduling an interagency presentation of the Speeding Correspondence Workshop. The workshop is tentatively set for the week of March 13. This workshop, giving principles and practices for solving problems of mail management, takes the form of a survey panel. Participants are shown how to conduct a mail management survey in their agencies through the use of a survey check-sheet. They then review mail practices in their agencies as improvement projects.

The workshop is aimed at key officials and supervisors who direct the flow of mail and paperwork in agencies. It requires 5 hours of group participation, and another 5 hours (average) of survey and follow-up. The group sessions are two in number, of 2½ hours each. The group meets a third time, a few weeks later, to discuss findings, proposed changes, and reasons for recommendations.

There is space for a few more agency representatives in this workshop. Nominations of persons to represent agencies should be made in the space below, and should be received by March 1. Information will be furnished by March 6, by telephone, as to date, time and location of the sessions. Additional information can be obtained, if desired, by calling the Chief, Records Management Division, Region 3, WO (code 13) 33532.

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General Services Administration Region 3  
National Archives and Records Service  
Records Management Division - 3NR  
GSA Regional Office Building  
Washington 25, D. C. STOP - 218

The following are nominated to represent this agency at the Speeding Correspondence Workshop tentatively set for the week of March 13.

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

Nominated by: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

**GENERAL SERVICES ADMINISTRATION**  
**WASHINGTON 25, D. C.**  
**OFFICIAL BUSINESS**  
**3NR**

**POSTAGE AND FEES PAID**  
**U. S.**  
**GENERAL SERVICES ADMINISTRATION**